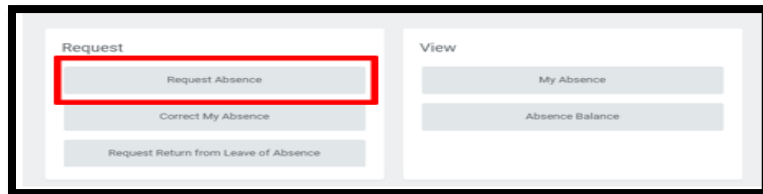## Absence: • Intermittent Unpaid FMLA **Employee**
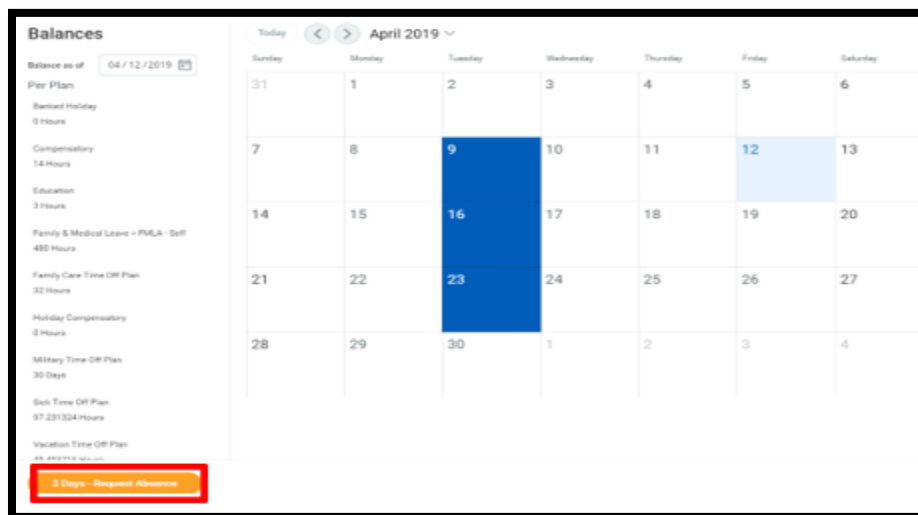
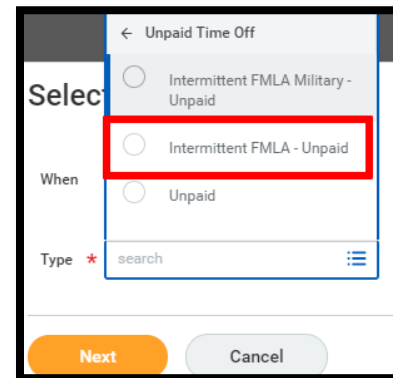### ENTERING ABSENCE OF UNPAID INTERMITTENT FMLA

From the Home page:

1. Click the **Absence** icon under Applications.
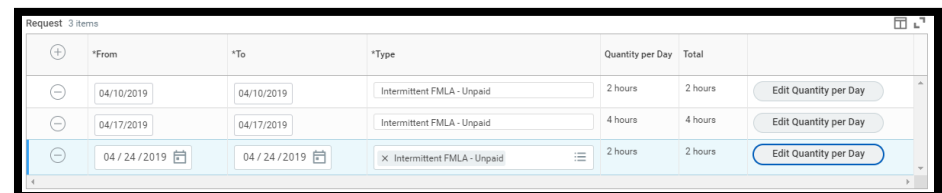
2. Click the **Request Absence**.

3. Select **Date(s)** and **Request Absence**.

4. Click on [icon] in the **Type** field > **Unpaid Time Offs** > **Intermittent FMLA – Unpaid**. Then click **Next.**

5. Review the date(s) and **Edit Quantity Per Day** to the number of hours per day you will be taking off.

6. Then click **Submit**.

7. This will go to then go to manager and HR Partner to review & approve.

You will then need to enter unpaid time off on your calendar to go along with it. To do this - go back to the **home** page:

8. Click the **Absence** icon under Applications.

Absence: • Intermittent Unpaid FMLA Employee

9. Click the **Request Absence**.

10. Select the dates that were selected on Step 3 and **Request Absence**.

11. Click on ☰ in the **Type** field > **Unpaid Time Offs** > **Unpaid**. Then click **Next**.

12. Review the date(s) and **Edit Quantity Per Day** to the number of hours per day you will be taking off. These hours should match Step 5.

13. Then enter **Reason** > **Authorized – medical**.

14. Once the paid time is approved by manager and HR Partner, then it will look like below.

You have successfully entered absence for intermittent FMLA. If you have questions, then please reach out to your HR Partner.